

# Ministry of Education and Training

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## Organization Overview



In February 1993, the ministries of Education, Colleges and Universities, and Skills Development, as well as the jobsOntarioTraining program, were combined to form the Ministry of Education and Training. Since then, the ministry has undergone a major reorganization.

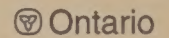
Now that it comprises a range of services, the new ministry is able to promote learning through an integrated network of education and training programs. Reorganization will also result in the provision of better services to the education community at considerably less cost.

The Ministry of Education and Training provides policy and guidelines for learning programs in Ontario. In elementary and secondary education, ministry responsibilities include the certification of teachers, the development of curriculum guidelines, and the monitoring and evaluation of programs. The ministry approves programs offered by colleges of applied arts and technology, and is responsible for their overall governance. The ministry also provides funding to Ontario universities and gives them degree-granting authority.

The new structure of the ministry includes five divisions, each made up of various teams and projects. The major responsibilities and functions of the various areas of the ministry are listed on the following pages.

To make it easier to match issues with the right person in the ministry, Assistant Deputy Ministers (ADMs) have been designated as central contact persons for each of the three sectors – elementary and secondary education, colleges, and universities. They attend meetings with education partners and interest groups, co-ordinate activities relating to issues of concern to the education community, and provide regular reports to the Minister and Deputy Minister about each sector. The ADMs for the three sectors are listed below:

- Mariette Carrier-Fraser, ADM for Elementary, Secondary, and Postsecondary Operations and French-Language Education, will be the main contact person in the elementary and secondary sector. Ouida Wright, ADM for Antiracism, Access, and Equity, will work with Mariette Carrier-Fraser to organize the ministry's work in this very large sector.
- Joan Andrew, ADM for Open Learning and Training, will be the main contact person for the college sector.
- Jill Hutcheon, ADM for Policy Priorities and Curriculum Development, will be the main contact person for the university sector.



**Ministry of Education and Training**  
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- administers two special scholarships: the William G. Davis Student Award for children of Crown employees and the Aird Scholarship for students with disabilities
- develops policies and programs to ensure equity of access to postsecondary education

- 26 Violence Prevention Secretariat**
  - develops policies and initiatives on the prevention of violence in the school and the home
  - works with community partners on joint violence-prevention initiatives

- 27 Open Learning and Training Division**
  - ensures that the focus on lifelong learning is stressed in all ministry policies and initiatives, with a particular emphasis on distance education (correspondence courses and other forms of home study)
  - is responsible for jobsOntarioTraining

- 28 Independent Learning Centre**
  - provides distance education courses in English and French for various groups – e.g., for those wanting to obtain credits towards a secondary school diploma, for those wishing to upgrade basic skills, and for those interested in taking courses for personal growth
  - offers basic education (literacy and numeracy) for adults
  - provides an elementary program for children unable to attend school
  - provides tutoring, testing, counselling, student assessment, and student records services

- 29 Open Learning Partnerships**
  - develops ministry policy on job training
  - works with other ministries to help determine overall direction and funding for OTAB
  - works with Aboriginal people and their representatives on training issues
  - develops policy on open learning and distance education, including policy on learning programs offered through Contact North and TVOntario
  - promotes distance education through the use of technology
  - licenses private vocational schools

- 30 Training Policy, Special Projects, and Evaluation**
  - develops and co-ordinates policy for jobsOntarioTraining
  - provides liaison with brokers (local groups that make arrangements for job training and job placements) and the Ministry of Community and Social Services on the child-care component of jobsOntarioTraining
  - analyses program data and evaluates the jobsOntarioTraining program
  - negotiates with employers for major jobsOntario projects
  - co-ordinates ministry work on social assistance reform

- 31 jobsOntarioTraining – Operations**
  - trains and manages jobsOntarioTraining brokers
  - sets program goals for jobsOntarioTraining brokers and monitors and reports results
  - works to ensure participation of Aboriginal people and their jobsOntarioTraining representatives

- 32 jobsOntarioTraining – Communications**
  - is responsible for promoting jobsOntarioTraining (producing promotional materials, organizing public events, and dealing with the media)

- 33 Elementary, Secondary, and Postsecondary Operations and French-Language Education Division**
  - deals with the administration of grants, the implementation and monitoring of policies and programs, and the establishing of links among education and training partners

- 34 French-Language Education Policy and Programs Team**
  - co-ordinates ministry policies and activities related to French-language education, including funding and grant programs
  - evaluates programs, monitors student assessment, and develops standards of achievement in French-language education
  - maintains liaison with the Franco-Ontarian community, provincial and national francophone associations, ministry agencies, key government ministries, and external francophone stakeholders
  - manages the Official Languages Monitor Program, the Canada-Ontario Agreement on Official Languages in Education, Ontario-Quebec exchange programs, and the Ontario-Quebec Health Study Program

- 35 French-Language Services Co-ordination Unit**
  - provides advice and co-ordinates services in support of the French-Language Services Act
  - identifies and assesses priorities and stakeholders' concerns in terms of their effect on the French-speaking public and francophone learners
  - makes recommendations regarding the deployment of French-speaking ministry staff

- 36 French-Language Colleges Initiative Project Team**
  - plans, develops, and co-ordinates policy and liaison activities related to the establishment of the two new French-language colleges
  - supports the work of the Steering Committee on the French-Language Colleges Initiative
  - assists in the restructuring of the four bilingual colleges in the transition period until the opening of the new colleges, which is scheduled for September 1995

- 37 Capital and Operating Grants**
  - develops, co-ordinates, and implements capital funding for schools, colleges, and universities
  - develops and implements administration, management, and accounting procedures for operating grants to schools, colleges, and universities
  - develops and administers verification and auditing procedures
  - develops and disseminates reports and accountability documents
  - develops procedures to streamline the approval process for capital projects

- 38 School Boards Restructuring Initiatives Project Team**
  - co-ordinates all ministry activities related to school board restructuring, expenditure control, and downsizing
  - is responsible for implementation of the Social Contract Agreement, including administration of the Transitional Assistance Fund and provision of support to the sectoral task forces
  - makes recommendations to the Minister on matters related to school board amalgamation
  - assists boards in sharing programs and services in order to achieve greater cost effectiveness

- 39 Teacher and Student Information Services Team**
  - provides an information and advisory service relating to teacher qualifications and secondary school diplomas
  - issues all documents attesting to educators' qualifications, including teachers', principals', and supervisory officers' certificates
  - maintains the student information system and educator database
  - evaluates out-of-province credentials for teaching qualifications
  - administers private trust funds
  - maintains Ontario Student Records for closed schools
  - provides liaison with the Ontario Universities' Application Centre and the Ontario College Application Service

- 40 Regional Services Review Team**
  - reviews and assesses the role of regional offices and their function within the ministry
  - suggests new procedures to ensure improved links with the ministry
  - defines the responsibilities of the regional offices in relation to the broader community

## Other Sources of Information

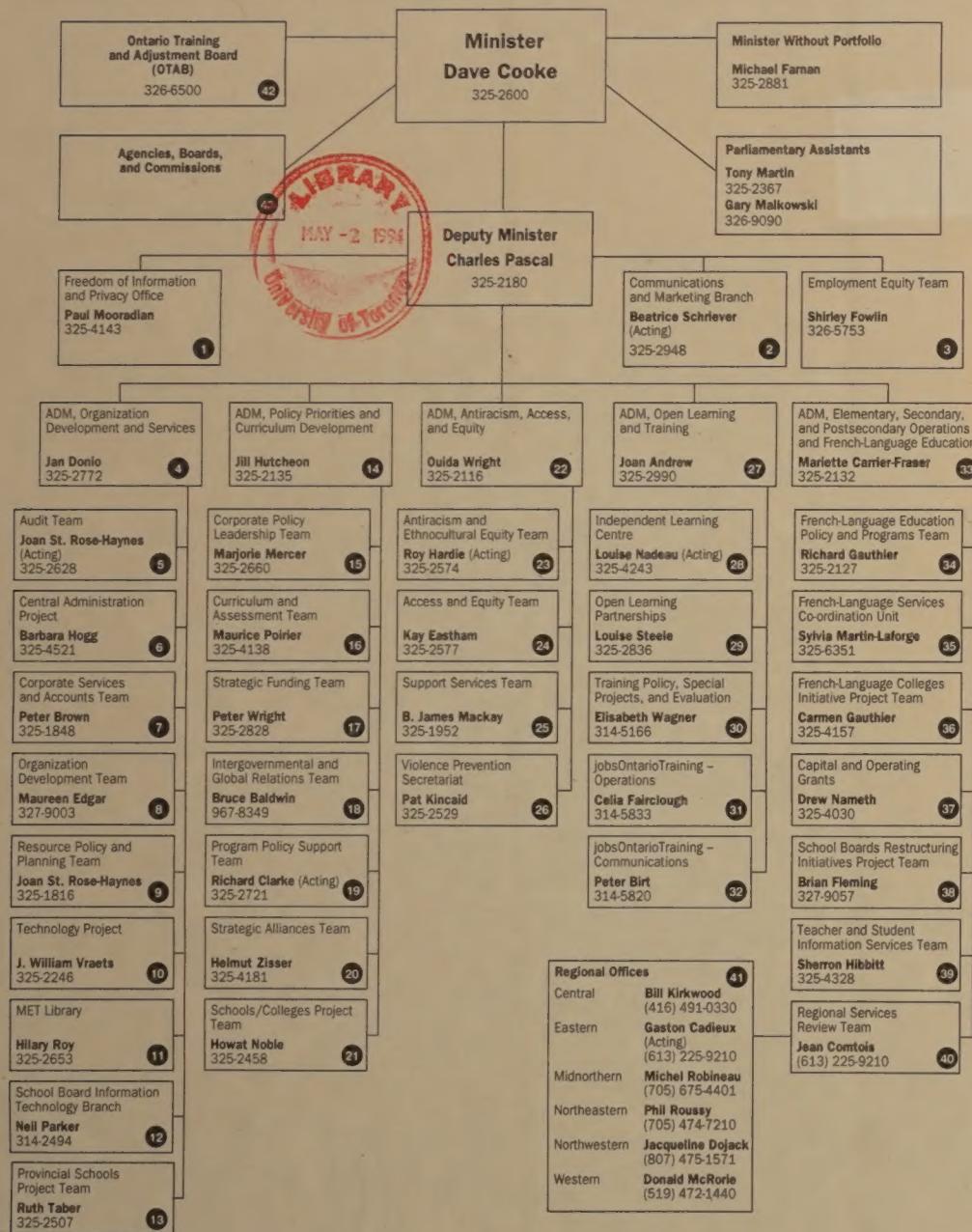
- *KWIC Index to Services*
- Government of Ontario telephone directory
- Blue pages of public telephone directories for local offices of federal, provincial, and municipal governments
- Public Inquiries Unit  
Ministry of Education and Training  
13th Floor, Mowat Block  
900 Bay St  
Toronto ON M7A 1L2  
Telephone: (416) 325-2929 or 1-800-387-5514  
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Please feel free to photocopy this document. Additional copies may be requested from the Public Inquiries Unit.

Cette publication est également offerte en français sous le titre suivant :  
*Ministère de l'Éducation et de la Formation : Survol des activités du ministère.*



## Ministry of Education and Training Organization Chart



Note: Telephone numbers are in area code 416 unless another area code is specified.

## Responsibilities and Functions of the Ministry

- Freedom of Information and Privacy Office**
  - ensures compliance with the Freedom of Information and Protection of Privacy Act
  - provides advice and assistance regarding the administration of the act, and deals with information requests, appeals, and complaints regarding privacy
  - provides information to the public regarding ministry records and all aspects of the legislation
- Communications and Marketing Branch**
  - is responsible for communications strategies and services
  - provides media-relations services, such as news conferences and interviews
  - writes, designs, and produces information publications for the media, the education community, and the general public
  - co-ordinates advertising and French-language translation
  - responds to public inquiries by telephone, in writing, and in person
- Employment Equity Team**
  - manages the employment equity program for the ministry and for the Ontario Training and Adjustment Board (OTAB)
  - identifies employment equity initiatives and implementation strategies
  - provides information and training to ministry staff on the prevention of discrimination and harassment and on other employment and workplace equity issues
  - maintains the Workforce Profile Database to monitor and report on achievements in employment equity
- Organization Development and Services Division**
  - is responsible for the development of the ministry's organization
  - provides centralized services to all ministry teams, including financial, administrative, human resources, library, and technological services
- Audit Team**
  - provides comprehensive audits for the ministry and advisory services to ministry management
  - reports on the effectiveness of financial and technological systems, controls, and practices
- Central Administration Project**
  - purchases goods and services
  - provides publishing services (writing, editing, design, production, printing), as well as duplicating, mailing, and distribution services
  - provides administrative support to the Organization Development and Services Division
- Corporate Services and Accounts Team**
  - administers payroll and benefits
  - administers accounts payable and receivable, and is responsible for accounting, reporting, and control of expenditures
  - collects revenues for federal cost-sharing programs
  - arranges for the transfer of grants to school boards, colleges, and universities
  - is responsible for the Ontario Young Travellers program
- Organization Development Team**
  - provides employment and benefits counselling
  - advises the ministry on issues pertaining to its organization and administration, including accommodation, redeployment, recruitment, classification, employee relations, labour-relations counsel and support, and health and safety issues
  - provides support services and information for employees on these issues
- Resource Policy and Planning Team**
  - co-ordinates policy development pertaining to corporate resources, including policy on administration, human resources, information-technology standards and security, and information management
- Technology Project**
  - provides consulting services on technology and related support and training to the ministry
  - provides data-processing services to ministry staff
  - offers systems development and maintenance
- MET Library**
  - provides reference and information services to ministry staff
  - provides reciprocal interlibrary loan service to registered interlibrary loan departments in other libraries (e.g., school board libraries)
  - provides services to members of the public, by appointment only (limited to material unavailable through public or academic libraries)
- School Board Information Technology Branch**
  - provides services to members of the Educational Computing Network of Ontario (ECNO)
  - markets, develops, maintains, and supports systems dealing with student administration for elementary and secondary schools, special education, payroll and personnel, finance, assessment management, student transportation, enrolment, grants calculation, and audio-visual booking
  - distributes and supports the Oracle Database Management System
  - operates a data-communication network that connects most boards and the ministry for educational and administrative purposes
- Provincial Schools Project Team**
  - operates five Provincial Schools for students who are blind, deaf, and deaf-blind
  - operates three residential Demonstration Schools with services for anglophone students who are learning disabled and purchases services for francophone students who are learning disabled
  - provides resource services to preschool children and their families
  - provides teacher education and consultative services to school boards

## Policy Priorities and Curriculum Development Division

- redefines educational policies in keeping with the focus on lifelong learning
- develops legislation and policies on funding, curriculum, program standards, and student achievement
- sponsors education research
- promotes partnerships between the ministry, school boards, and the local community

## Corporate Policy Leadership Team

- develops broad policy directions
- co-ordinates review and advisory services concerning policies and legislation
- provides legal services
- compiles and analyses statistics
- develops plans for the implementation of policy and provides support to those responsible for implementation

## Curriculum and Assessment Team

- develops and recommends curriculum policy for elementary and secondary schools
- evaluates and approves learning materials for use in schools
- establishes and administers programs to assess student achievement and program effectiveness
- determines provincial standards for student achievement
- develops and analyses policy regarding postsecondary programs

## Strategic Funding Team

- co-ordinates the development of an integrated, long-term funding policy to ensure that funding supports policy directions
- helps determine funding priorities and develops funding policies to support those priorities
- co-ordinates ministry budget estimates
- handles issues related to teachers' pensions
- provides liaison with the Treasury Board

## Intergovernmental and Global Relations Team

- develops intergovernmental policy and promotes Ontario policy priorities to other governments and organizations
- co-ordinates participation in multilateral forums such as the Council of Ministers of Education, Canada (CMEC), and the Forum of Labour Market Ministers
- negotiates with the federal government on the financing of postsecondary education and training, Canada Student Loans, and the Canada-Ontario Agreement on Official Languages in Education
- builds and maintains a current database of intergovernmental issues
- promotes common standards and mutual recognition of programs
- maintains liaison with education departments in other countries

## Program Policy Support Team

- develops, implements, and reviews special education policies and programs
- ensures that concerns regarding special education, teacher education, and Aboriginal education are considered in policy development
- develops, co-ordinates, approves, and reviews education courses for teachers
- co-ordinates the ministry's involvement in negotiations about self-governance in education

## Strategic Alliances Team

- works with stakeholders on major education and training initiatives, including the Ontario Parent Council
- works with other areas in the ministry to make relationships with different community sectors more effective
- determines frameworks for governance and accountability
- helps develop partnerships across the education community and promotes collaboration on research
- works with other ministries on social, economic, and community development strategies
- provides liaison with agencies, boards, and commissions

## Schools/Colleges Project Team

- develops procedures to better co-ordinate secondary school programs with college programs
- promotes the establishment of clear connections between school and college studies
- works to consolidate and expand current local initiatives in school-college co-operation and to determine whether these may be applied province-wide

## Antiracism, Access, and Equity Division

- focuses on antiracism and issues pertaining to equity and access, particularly as they affect racial and ethnocultural minorities, Aboriginal people, persons with disabilities, and women

## Antiracism and Ethnocultural Equity Team

- promotes antiracism and ethnocultural equity in elementary, secondary, and postsecondary education
- develops policy on English as a second language (ESL), actualisation linguistique en français (ALF), and elementary school programs in international languages
- co-ordinates implementation of the recommendations in the report prepared by Stephen Lewis
- co-ordinates the development of antiracism and ethnocultural equity policy and training within the ministry
- administers the Lincoln Alexander Awards program

## Access and Equity Team

- develops policy and programs pertaining to disability, gender, sexual orientation, human rights, and prevention of harassment and discrimination
- provides counselling on school attendance
- develops policy on early intervention, health promotion, and school-based child care
- develops policy and programs concerning adult and continuing education, co-operative education, the School Workplace Apprenticeship Program (SWAP), student retention, guidance and career education, and immigration and settlement

## Support Services Team

- administers financial assistance programs for postsecondary students under the Ontario Student Assistance Program (OSAP): Canada Student Loans Plan, Ontario Student Loans Plan, Ontario Special Bursary Plan, Ontario Work-Study Plan, and Part-Time Student Loans Plan (Canada Student Loans)
- awards scholarships and fellowships for outstanding university graduate work: Ontario Graduate Scholarship, Sir John A. Macdonald Graduate Scholarship in Canadian History, and Ontario-Quebec Exchange Fellowship